

Bulletin to Property Owners – February 2022

Dear Property Owners,

The Department of Housing Preservation and Development (HPD) periodically provides updates on new legislation and information on available materials and resources to residential building owners to support compliance with the New York City Housing Maintenance Code, the New York State Multiple Dwelling Law and other relevant city codes. Visit the [HPD website](#) to read this bulletin (and past bulletins) in other languages.

This publication is intended for informational purposes only and is not intended as legal advice. This information is not a complete or final statement of all the duties of owners and tenants regarding laws and rules relating to housing in New York City.

Annual Bedbug Registration

Violations are being issued starting **February 2022** for failure to file the [Annual Bed Bug Report](#).

Owners of multiple dwelling(s) are required to file the Annual Bed Bug Report with the New York City Department of Housing Preservation and Development (HPD) between December 1st and December 31st and provide information covering the previous year from November 1st through October 31st. To find out what information needs to be provided, visit [HPD's webpage](#) or view our October 2021 [bulletin](#). This filing deadline has passed but you can still file to comply before a violation is issued.

To comply with this requirement please file the report using the link above. You do not need to send in a separate certification document – the violation will be dismissed automatically once you file the report.

Window Guards Annual Notice

Between January 1st and January 15th, you were required to send all a [Window Guard Annual Notice to all apartment units](#), requesting that the tenant notify you if there is a child 10 years of age or younger living in the apartment. If there is a child 10 years of age or younger, or if the tenant otherwise requests a window guard, you are required to provide and properly install approved window guards on all windows, including first floor bathrooms and windows leading onto a balcony or terrace in an apartment and in each common area window, if any, in such buildings. The exceptions to this law are windows that open onto a fire escape and windows on the first floor that are a required secondary exit in a building in which there are fire escapes on the second floor and up. Note that if your building is built prior to 1960, you may send your tenants the combined [Annual Notice](#) which inquires both about a child under 6 residing in the unit related to lead-based paint notice requirements and a child 10 or younger residing in a unit related to window guards.

If you have not received a response to the form from your tenant by February 15th, you must inspect

the apartment to determine if a child 10 or younger lives there. If a child of applicable age does live there, you must check that approved window guards are properly installed and maintained. You must make reasonable efforts to find a suitable time for the inspection, and then if needed, the installation or repairs. If the tenant refuses access and you cannot inspect and make any necessary window guard installations or repairs by March 1st, you must describe the situation in a letter and send it to:

Department of Health and Mental Hygiene — Window Falls Prevention Program
125 Worth Street: 6th floor - Box CN 58
New York, NY 10013

The letter should include a roster of tenants in your building(s) who did not comply. It must also include:

- Your name and contact information.
- Dates and times that you notified the tenant that you needed to inspect the apartment.
- Dates and times when you attempted to visit the apartment (including any weekends and evenings).
- Apartment number(s) and names of tenants who did not comply and their contact information.

For more information for landlords on window guards, go to the [Department of Health and Mental Hygiene website](#).

Stove Knob Covers Annual Notice

Property owner of multiple dwellings are required to provide tenants with an [Annual Notice](#) (available in multiple languages on HPD's website page on [Stove Knob Covers](#)) which must inform tenants that:

- Stove knob covers will be made available within thirty days of distributing the annual notice;
- The owner must provide stove knob covers to any household that requests them, regardless of whether a child under six lives in the unit; and
- Tenants can forego stove knob covers through written refusal to the landlord. If a tenant does not submit written refusal to the owner, the owner is still obligated to provide stove knob covers to any household where the owner knows or reasonably should know that a child under age six resides

It is the owner's obligation to keep documented proof of any notification of refusal for stove knob covers, notification from dwelling units that requested stove knob covers, and documented proof that the owner attempted to provide stove knob covers to a household where the owner knows or reasonably should know that a child under age six resides. Owners are not required to submit notices to HPD.

Indoor Allergen Hazards

Owners of multiple dwellings are required by [Local Law 55 of 2018](#) to:

- Annually inspect units for indoor allergen hazards such as mice, cockroaches, rats and mold, and respond to any complaints received directly from tenants or HPD. Make sure vacant apartments are thoroughly cleaned and free of pests and mold before a new tenant moves in.

o [Sample Investigative Report](#)

- Provide the [What Tenants and Landlords Should Know About Indoor Allergens and Local Law 55 fact sheet](#) and a Notice with each tenant's lease that clearly states the property owner's responsibilities to keep the building free of indoor allergens.
- Remediate pest infestation. Use **Integrated Pest Management (IPM)** to address pest infestations. The safe work practices in Section 27-2017.9 of Local Law 55 and 28 Rules of the City of New York section 54-04 must be followed when assessing and correcting any underlying defects (such as moisture) that may have caused the infestation. [IPM Requirements](#).
- Remediate mold conditions. For more information on mold remediation and the specific requirements for your building (work practices and required contractors), see our [Allergen Hazards](#) webpage.

Alternative Enforcement Program (AEP)

HPD has selected 250 severely distressed multiple dwellings for participation in the [Alternative Enforcement Program](#) (AEP). Selection criteria include the number of class "B" hazardous and class "C" immediately hazardous housing maintenance code violations and the amount of emergency repair charges incurred as a result of the work performed by HPD. Failure to correct the qualifying conditions may result in emergency repair charges, liens, and significant fees. Being selected for this program subjects the building to frequent inspections, the issuance of Orders to Correct which require system replacements and significant fees. Keeping your violation record accurate and correcting Class C violations will keep your building from being selected for this program. If your building has been selected for this program, please contact the AEP at **(212-863-8262)**.

Low Income Household Water Assistance Program (LIHWAP)

The Low-Income Household Water Assistance Program (LIHWAP) helps low-income households pay the cost of drinking water and wastewater services. The program can assist households who have past due bills (arrears) for drinking water and/or wastewater services.

LIHWAP is a benefit based on the actual amount of drinking water and/or wastewater arrears, up to a maximum of \$2,500 per drinking water or wastewater provider, or \$5,000 if drinking water and wastewater services are combined, per applicant household. Benefits are paid directly to the household's drinking water and/or wastewater vendor(s).

To find out if you are eligible and how to apply visit [Low Income Household Water Assistance Program \(LIHWAP\) | OTDA \(ny.gov\)](#)

Buyout Agreement

Owners who enter into a buyout agreement with a lawful occupant of their building, resulting in a tenant vacating the unit must submit all buyout agreement information within 90 days after its execution to

buyoutagreement@hpd.nyc.gov. For more information on buyout agreement submission requirements, please visit our [Buyout Agreement website](#).